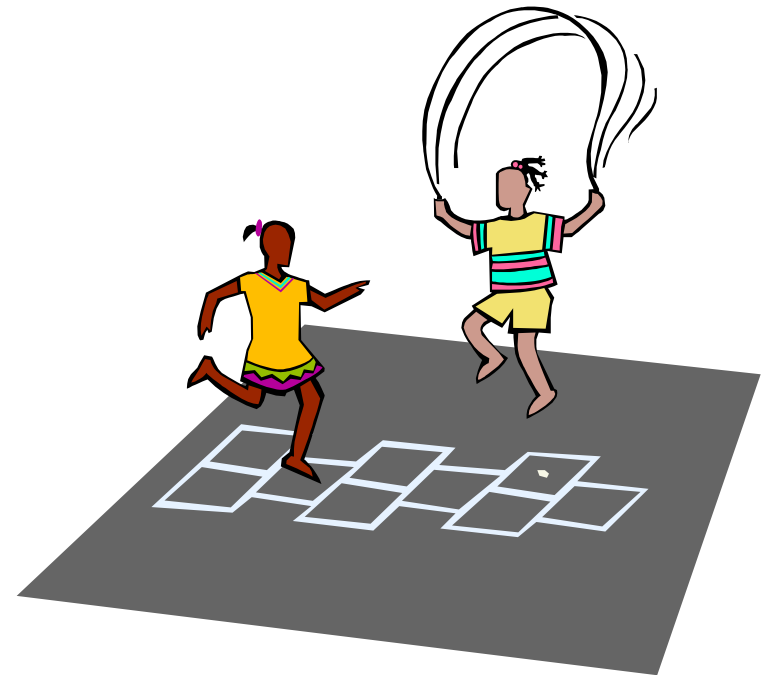


**City of Stockton**  
**Department of Parks and Recreation**  
**After School Programs**  
*For Children 5 to 12 Years of Age*



**Parent Handbook**  
**2003-2004**  
***"Creating Community Through  
People, Parks and Programs"***

## SITE CLOSURE DATES FOR STAFF TRAINING

City of Stockton  
Parks and Recreation  
Phone Numbers

General Information      937-8206

After School Programs      937-8293

### Community Centers

McKinley      937-7354

Seifert      937-7350

Sierra Vista      937-7352

Stribley      937-7351

Van Buskirk      937-7358

### Golf Courses

Lyon's Pro Shop      937-7905

Swenson Pro Shop      937-7360

Van Buskirk Pro Shop      937-7357

Oak Park Ice Arena      937-7433

Pixie Woods      937-7366

Silver Lake      258-8810

\*Silver Lake Info.      937-8293

Instructional Classes      937-8923

Adult/Youth Sports      937-8264

The After School Program will be closed for staff training on the following Fridays:

Davis, Creekside, Wagner Holt, Sutherland, John Muir, Oakwood, Westwood, Parklane, Kennedy, Clairmont, Pulliam, JR Williams, George W. Bush, Don Riggio, Claudia Landeen, Cleveland, Hoover, Harrison, August, Wilson

September      19

October      17

November      14

December      12

January      23

February      20

March      19

April      23

May      21

Madison, Commodore, Grunsky, Fillmore, El Dorado, Victory, Martin Luther King, Roosevelt, Washington, Grant, Hazelton, Montezuma, Delores Huerta, Garfield, Van Buren, Taylor, Mckinley, Nightingale, August Knodt, Great Valley, George Komure

September      26

October      24

November      21

December      19

January      30

February      27

March      26

April      30

May      28

## **ILLNESS/ACCIDENTS, MEDICINE AND EMERGENCY CARE**

Minor cuts and bruises will be given first-aid care at the program (After School Program staff are required to have first-aid and CPR training). In the event of a serious illness or injury, an attempt will be made to reach the parents/ guardian. Emergency information on the registration form will be kept on the premises for each child.

Parents, or authorized persons are expected to pick up a child who appears, to be too ill to remain in the program. We expect that if you are called in an emergency, you will come as soon as possible.

Please communicate to program staff of any significant incidents, such as lack of sleep or unusual excitement at home and/or school which might affect the behavior of your child/children.

The staff WILL NOT administer any medication to participants. We have incorporated a self-administration of medication practice into our program. Parents must provide a written note indicating that their child will be self medicated.

In cases of acute medical problems, we will make every effort to contact the parents/guardian immediately. In the event of an emergency , the child may be taken by ambulance to the nearest hospital and be accompanied by a staff member if the proper persons cannot be contacted. For this reason, it is important that all contact information contained on the registration form be up to date and correct with regard to names and phone numbers including work, home, cell, etc.

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# CITY OF STOCKTON'S PARKS AND RECREATION

## AFTER SCHOOL PROGRAM

### PARENT HANDBOOK

*The City of Stockton Department of Parks and Recreation would like to welcome you and your child/children to our After School Program. The main purpose of our program is to create a safe environment for physical and emotional development through social and education programming at a critical time from immediately after school until 6:00pm.*

*The City's goal is to continue to improve the programs we provide so they can work for the best interest of the children and assist the parents with quality after school supervision. To reinforce our goals and objectives, each After School Program staff will lead a group of children through a variety of activities including, but not limited to, organized games, arts and crafts, literacy based projects and homework assistance. Each After School site maintains a 1 to 15 staff to child ratio to ensure proper supervision.*

*This handbook was written for your convenience. Please retain it for future reference. Reviewing this book with your child/children may help reduce any initial anxiety they or you may feel. If you have any questions you feel are not addressed in this handbook, feel free to contact the site lead at your respective After School Program. If you require further assistance please contact us directly:*

<i>Brian Fitzgerald, Recreation Supervisor</i>	<i>937-8293</i>
<i>Pablo Zapata, Recreation Program Coordinator</i>	<i>937-8816</i>
<i>Jon Wright, Senior Recreation Assistant</i>	<i>937-8692</i>

## LIST OF OFFENSES

- \* Disobedience (refusing to listen or follow instructions)
- \* Disruptive Behavior  
(behavior that interferes with or prohibits others from hosting or participating in the program)
- \* Profanity (cursing or using inappropriate language)
- \* Vandalism (damaging facilities or property of others)
- \* Theft (stealing from school, staff or other students)
- \* Verbal threatening of another child or employee  
(statement of intent to cause harm)
- \* Battery of another student  
(beating, hitting, biting, pushing, kicking, choking)
- \* Battery of an employee  
(beating, hitting, biting, pushing, kicking, choking)
- \* Leaving site without permission  
(refusing or failing to remain within designated areas)
- \* Sexual harassment  
(repeated unwelcome verbal, visual, or physical sexual advances)
- \* Use or possession of weapons
- \* Use or possession of drugs, alcohol or tobacco
- \*Please note– Law enforcement may be notified on any of the above offenses as deemed appropriate by Recreation Staff**

## DISCIPLINE, DISCIPLINE PROCEDURES AND TERMINATION

We encourage positive methods of disciplining children in the program and do not allow parents or staff to use abusive language, physical punishment or emotional maltreatment. We have rules which all children are expected to adhere to. Please remind your child that when they are in the program, they must show the same respect to our staff as to any authority figure. If discipline problems re-occur, termination of participation in the program can take place.

Discipline procedures are as follows:

### 1st Offense

Time-out, time-in, loss of privileges, staff counsel, behavior notice, 1-5 day suspension, and/or parent notification

### 2nd Offense

Time-out, time-in, loss of privileges, staff counsel, behavior notice, 3-7 day suspension, parent notification, and/or parent conference required

### 3rd Offense

Time-out, time-in, loss of privileges, staff counsel, behavior notice, 5-30 day suspension, parent notification, parent conference required, and/or termination

All offenses may be discussed with school administration when appropriate. Severity of incidents may cause staff to use discipline procedures in any order deemed appropriate by recreation staff.

It is important that parents cooperate with all the policies described in this booklet. Termination of participation in the program may result from 1) Non-payment of bills, 2) The parent's unwillingness to cooperate with program policies, and 3) Children with serious social, emotional behavior difficulties.

\*Please refer to the Code of Conduct for more description of policy.

## ELIGIBILITY, ADMISSION & HOURS OF OPERATION

Eligibility for the After School Program is based on school enrollment, age, and on a first come first serve basis. First, the child must be enrolled in the school at which they are seeking after school care. Second, the child must be between 5-12 years of age.

Admission is on a first come first serve basis. Each participant must have a completed registration form on file with the After School Program. Each program has an established capacity of the maximum students that can participate in the program at that site. Capacity limits are determined by the facility space provided by the school for the program at each individual site. For this reason we request that each child attend a minimum of two days per week. Youth that are registered after the capacity has been met will be placed on a waiting list. As space becomes available, children will be added from the waiting list.

Hours of operation at all Elementary After School Programs will be from school dismissal until 6:00pm. If a participant is picked up late three times, The child may be expelled from the program. Please note, if a parent/authorized adult is more than 10 minutes late, law enforcement may be called. The After School Program is available only on days that the school is in operation.

To ensure the quality of programming and staffing, all After School Programs will be closed one Friday each month for staff training. Page 11 is the list of dates which After School Elementary Programs will be closed.

## SIGN-IN AND SIGN-OUT PROCEDURES AND POLICIES

The following policies have been written based on feedback from school administration, parents and Parks & Recreation Staff to maintain the safest environment possible for your child/children.

### Ten Minute Policy

Children must enter into the designated After School Program area within ten minutes of school dismissal. After ten minutes, children outside the program area will NOT be allowed to participate in the program that day. Children not in the program are responsible for making arrangements to be picked-up. The ONLY exception are those individuals receiving help from a teacher. These participants MUST bring a written notice from that teacher to participate in the After School Program. Upon entrance to each site, children will be asked to sit for roll call. Staff will conduct the roll call, thus confirming a child's acceptance into the program for that day.

### Pick up Policy

Only authorized adults over the age of 18 will be allowed to pick up a child/children. Authorized adults include parent(s), guardian, or person designated on the Registration Form. This program does not provide transportation to a child's home at the end of a day, or allow children to walk home without an authorized adult. Designated adults are required to sign the child/children out daily on the roll call sheet located at the After School Program site. Persons not known to the staff will be required to provide a picture I.D. to establish their identity as someone designated on the registration form. No child will be permitted to meet an adult at their car.

If the adult picking up the child/children appears impaired, we will suggest you allow us to call someone to drive you and the child home. Please be aware, in order to protect ourselves, we will notify proper authorities if you refuse.

We will not be responsible for custodial disputes. Child/children will only be released to those adults authorized on the registration form.

## SAMPLE SCHEDULE

2:30 p.m. School dismisses. Welcome and Roll Call w/Snacks.

3:00-4:00 p.m. Homework Time/Quiet Time.

4:00-5:30 p.m. Children divide into groups of 15-20 and rotate approximately every 30 minutes among the activity stations which include Recreational, Enrichment and Educational Activities.

Example: 4:00-4:30 Basketball/Creative games/Physical activity  
 4:30-5:00 Art/Music/Drama  
 5:00-5:30 Spelling Contest/Word games/Literacy activities

5:30-6:00 p.m. Group games, clean up, dismissal.

## PROGRAM DESCRIPTION AND STAFFING

The City of Stockton After School Program will consist of the following four stations:

- \* One hour to be dedicated to home work or quiet time. Assistance with homework will be available, but parents are responsible for checking accuracy and completeness.
- \* Snacks will be provided to all participants at selected schools through Stockton & Lodi Unified Food Services. If snacks are not provided at the school site where your child/children participate(s), we strongly recommend packing a snack for them.
- \* Supervised age-appropriate recreational activities and games are played daily. Recreational activities will include, but are not limited to, basketball, flag football, soccer and volleyball. Trivia games, contests, boardgames and group activities will be a part of the recreational activities for all to enjoy.
- \* Arts & crafts, as well as other socializing skills activities will be incorporated into to the Enrichment portion of the After School Program.

Staff must pass a thorough background check through a fingerprinting process. All staff are required by the City of Stockton to attend training and safety courses. Training includes: safety, first aid, tutoring and City of Stockton policies regarding interaction with children and behavior strategies. To ensure the quality of staff, the after school program will be closed one Friday each month for staff training. One staff person will be responsible for approximately 15-20 children at one time. Staff will be on site coordinating all the above 4 stations daily.

## PROGRAM REGISTRATION AND FEES

Before any child can begin attending the After School Program, a registration form must be completed and turned in with payment at the Parks and Recreation Department office located at 6 E. Lindsay St.. In order to complete the form you will need contact information for the child's parent(s)/guardian(s) as well as up to three other adults authorized to pick up or make decisions regarding the child. The registration form also includes a Parent/Child Agreement which must be read and signed by both the parent and child. Registration forms can be obtained at the Department of Parks and Recreation office, 6 East Lindsay St.

Effective September 1, 2003, a \$14.00 per week per child fee will be implemented in the After School Program. Fees can be paid per week, for multiple weeks, per month or multiple months. There are three ways in which payment will be accepted; 1) in person at our Parks and Recreation office, 2) mailed in, or 3) at the After School Program on Thursdays ONLY. Checks or money orders are the only forms of payment accepted at site. New participants will only be allowed to start on Monday of each week.

Payments can be made in person at the Department of Parks and Recreation office, at the After School Program site on Thursdays ONLY or may be mailed in to 6 E. Lindsay St. Stockton, CA 95202. Please be aware that late or non-payment(s) will result in termination from the program.

Along with the program fees, a late pick up fee will be assessed for all children who are not picked up by 6:00pm daily. The Fees are \$10.00 for each 15 minute increment:

6:05pm to 6:20pm	\$10
6:21pm to 6:35pm	\$20
6:36pm to 6:50pm	\$30
6:51pm to 7:05pm	\$40

Late pick-up fees must be paid by the final day of the program for each month. Children will not be allowed to participate if fees are not paid.